

Initial Application Checklist

To apply for a teaching license in the State of Nevada, an applicant must submit a complete application packet. Use this checklist for the initial teaching license, initial substitute license, initial business and industry license, and special qualifications license. Each underlined link below will open a new window from which you can complete and print components of the packet.

The Initial Application Checklist (pdf) can be printed and used as a guide for finalizing your application packet.

- Initial Licensure Application (I-pdf) **A four page form which includes Child Support Disclosure Form and Fingerprint Authorization Form**
- Official transcripts for all post-secondary institutions attended. An official transcript must bear both the seal of the university and the Registrar's signature or must be on Scrip-Safe®-type paper and is not required to be in a sealed envelope. Please submit your transcripts with your packet. Review Acceptance of Foreign Transcripts for details, if applicable.
- One completed Form FD-258 (REV 5-11-99) fingerprint card. This is a standard blue and white card used in most states and by the FBI for miscellaneous fingerprinting.
- Initial application fee of \$161.00 (***cashier's check or money order only***) payable to the Nevada Department of Education.

An applicant should include the following, if applicable:

- Copies of ***valid*** out-of-state teaching licenses/credentials/certificates
- ***Original*** competency testing score reports (such as CBEST, GRE, NTE, Praxis I and II, and those administered by National Evaluation Systems (NES), Inc.).
- Verification of Teaching Experience Form (I-pdf)
- Verification of Work Experience Form (I-pdf)

An applicant should complete only the appropriate portions of the Verification of Teaching Experience and Work Experience Forms prior to routing them to the appropriate entity, as applicable. The document(s) must then be included in the initial licensure application. We will not accept faxes or photocopies of these forms.